

## STATE RESTRICTION OF APPOINTMENTS (SROA)/SURPLUS UPDATES

Revised: 6/20/02

The following are reminders to departments on SROA/Surplus and revised policies that are currently contained in the SROA Manual. A revised SROA manual will be issued by DPA in the near future.

1. State departments are reminded that, prior to making any appointments unless specifically excluded per Section VI of the SROA Manual, SROA/Surplus employees must be considered.
2. Department of Personnel Administration (DPA) is rescinding delegation to departments in determining whether or not employees do or do not possess the requisite knowledge, skills, and abilities for appointment to the Staff Services Manager I pay level and above. All requests for exemptions to hire SROA/Surplus employees must be approved by DPA.
3. To expedite the hiring process of Department of Information Technology (DOIT) employees, the State Personnel Board (SPB) is allowing departments, at their discretion, to waive the posting requirement for vacancies. The exception to this is when there is a statutory requirement for posting a specific classification.
4. Surplus status will end at the point in time an employee is noticed by their employer that they are no longer Surplus and have requested DPA to remove their Surplus status.

If a job offer is made with a specific start date and an employee accepts it prior to notification from their current employer that they are no longer Surplus, the employee is still considered on Surplus.

5. The Department of Finance issued Budget Letter 02-12, which addressed promotions; however, departments are reminded that true vacancy promotions are still subject to Surplus/SROA rules and policies. Refer to the SROA Manual Section VI, VI.L.

State department personnel office staff can contact Barbara Birt, DPA SROA Coordinator, at (916) 324-0439, if there are any questions.